



LOS ANGELES COUNTY HUMAN RESOURCES CONSORTIUM 2020-2021 HR WORKSHOPS

Presented by:
LIEBERT CASSIDY WHITMORE



Labor, Employment and Education Law Experts

Managing COVID-19 Issues: Now and What's Next



Thursday, August 20, 2020

Supervisor's Guide to Understanding and Managing Employees' Rights: Labor, Leaves, and Accommodations



Wednesday, November 4, 2020

Prevention and Control of Absenteeism and Abuse of Leave



Thursday, December 17, 2020

Managing the Marginal Employee



Thursday, January 14, 2021

Maximizing Supervisory Skills for the First Line Supervisor (Part 1)



Thursday, February 11, 2021

Maximizing Supervisory Skills for the First Line Supervisor (Part 2)



Thursday, March 11, 2021

Maximizing Performance Through Evaluation, Documentation, and Corrective Action



Thursday, April 22, 2021

The Art of Writing the Performance Evaluation



Thursday, May 13, 2021

Please see reverse for workshop details.

*Members can also attend workshops with other LCW consortiums.
For a full list, please go to www.lcwlegal.com/events-and-training/consortiums*

All workshops will be delivered as live
webinars from 9:00 a.m. - 11:00 a.m.



Webinar links will be provided in Learning Net
enrollment confirmation emails.

Coordinated by:
**Workforce & Employee
DEVELOPMENT**
A Division of Los Angeles County Human Resources
DHR-LCWConsortium@hr.lacounty.gov

Managing COVID-19 Issues: Now and What's Next

Learning Net Offering: 00473680

Public employers have a duty to provide a safe workplace, but that duty must be balanced with employees' rights. This workshop will address how cities, counties and special districts in California can navigate these difficult issues.

Supervisor's Guide to Understanding and Managing Employees' Rights: Labor, Leaves, and Accommodations

Learning Net Offering: 00473702

This workshop provides attendees with an overview of three key areas. It addresses protected leave and managing attendance, the disability interactive process and the key mechanics of the meet and confer process and the supervisor's role in management rights. This is an excellent workshop for first time managers or as a refresher to seasoned managers.

Prevention and Control of Absenteeism and Abuse of Leave

Learning Net Offering: 00473757

From a legal and practical perspective, this workshop provides guidance on defining and identifying absenteeism and offers effective solutions to the most persistent and vexing problems of absenteeism and abuse of leave privileges.

Managing the Marginal Employee

Learning Net Offering: 00473715

This workshop is designed to train supervisors and managers on how to manage the employee who does the "bare minimum" and/or "pushes the envelope."

Maximizing Supervisory Skills for the First Line Supervisor (Part 1)

Learning Net Offering: 00473730

This program is designed to provide first-line supervisors with the knowledge and tips to understand their responsibilities and to refine their supervisory skills. It also covers the full gamut of "need to know" legal requirements from a first line supervisor's perspective with emphasis on practical approaches in areas including leadership, goal-setting, problem-solving, delegation, discipline, evaluation and ethics.

Maximizing Supervisory Skills for the First Line Supervisor (Part 2)

Learning Net Offering: 00473739

A continuation of the Part 1 workshop, this program is designed to provide first-line supervisors with the knowledge and tips to understand their responsibilities and to refine their supervisory skills. It also covers the full gamut of "need to know" legal requirements from a first line supervisor's perspective with emphasis on practical approaches in areas including leadership, goal-setting, problem-solving, delegation, discipline, evaluation and ethics.

Maximizing Performance Through Evaluation, Documentation, and Corrective Action

Learning Net Offering: 00473745

This workshop takes the supervisor and manager through each step of performance management from objectively evaluating performance using effective communication techniques, documenting performance issues and, if necessary, imposing discipline.

The Art of Writing the Performance Evaluation

Learning Net Offering: 00473747

Supervisors sometimes fall into the trap of viewing evaluations as just another record-keeping requirement, without appreciating the importance of evaluations and how evaluations impact the organization. Well-written performance evaluations encourage improvement, support discipline/termination, defend against litigation and help set a culture of fairness and openness in how performance issues are addressed. This workshop provides concrete examples and tips on how you can write an effective and meaningful performance evaluation.